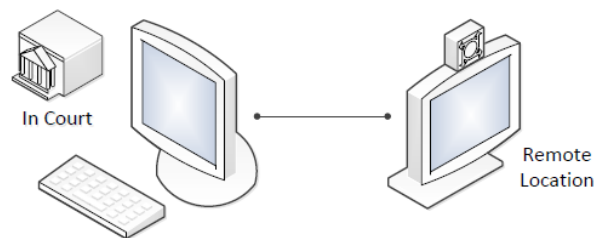




Video Appearances Packet for Small Claims Effective July 14, 2020



This packet includes instructions on how to schedule your remote appearance, upload evidence, and participate in the video appearance on the day of your hearing. You **must schedule your appearance online** to receive the invitation and personal website link to your court hearing. In addition to the instructions that begin on the following pages, you can find helpful videos and other information to help you prepare for your appearance on our website at www.placer.courts.ca.gov/RAS.

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ADVISEMENTS FOR VIDEO APPEARANCES

It is important to know:

1. Photography, recording, and broadcasting is prohibited, except as provided in Cal. Rules of Court, rule 1.150. Violators may be cited for contempt of court, or monetary sanctions may be imposed. The video of your appearance is not recorded or saved by the court.
2. When appearing remotely, you may not receive assistance from anyone other than Counsel, an interpreter or an individual appointed by, or approved by, the Court.
3. A remote appearance is the same as an in-person appearance and any actions that occur in the hearing carry the same authority as if all individuals were physically present.
4. If you are not connected at the time the court calls your case, the court may consider it a failure to appear.
5. The court, in its discretion, may decide to terminate the remote appearance if there is a delay due to disruption, noise, misconduct, a communication problem, a technical problem, other issue, or in the interest of justice.
6. A failure to appear or termination of the remote appearance may result in the issuance of a warrant, a requirement that you appear in court, in person and/or a continuance of the court hearing.
7. The court may decide at any time to require a personal appearance and continue the hearing.

SCHEDULING YOUR REMOTE APPEARANCE

You will need to self-schedule your appearance no later than 4pm the day before your hearing.

1. Go to the court's website and find the Remote Appearance webpage (<http://www.placer.courts.ca.gov/RAS-civil-appearance.shtm>).
2. Put the arrow over Online Services and select Remote Appearance System.
3. Select **Schedule Now**.
4. You will need to create an account at this time. Select **Schedule** from the home page to be directed to the login and/or registration page.
5. Select **Sign Up Now** and complete all the fields. A code will be sent to your email. Enter the code into the (describe) field, and select **Create** at the bottom of the screen.
6. Once completed, you will be signed in.
7. Enter your case number and select **Proceed to Step 2**.
8. Complete all of the other fields.

Once the appearance is scheduled, you will receive two emails. The first email will give you a link to join the conference on the day of the hearing, and the second email will give you information to upload evidence.

If you have any witnesses you would like to appear by video, please submit Optional Form PL-CV016 no later than (2) court days before the hearing.

Parties may request to appear in person for good cause. Requests for to appear in person (Optional Form PL-CV014) may be submitted up to two (2) court days before the hearing and must be approved by a Judge or Commissioner.

All forms listed above are on the court's Local Forms webpage. You may file the forms by: (1) using eDelivery at <http://www.placer.courts.ca.gov/online-edelivery-access.shtml>, (2) by mail to the PO Box 619072 Roseville, CA 95661, or (3) at any court clerk's office.

UPLOADING EVIDENCE

You may submit evidence online prior to your hearing. Because parties will not be physical present in the courtroom to share evidence, **any evidence you do intend on sharing must be uploaded** to the website you scheduled your video appearance on.

The ability to upload evidence will be cut off one hour before the hearing. (If the calendar begins at 9:00 AM, the website will switch at 8:00 AM. If the calendar begins at 8:30 AM, the website will switch at 7:30 AM). Only at this time, you will be able to see the other parties' evidence folder (for viewing only).

To upload evidence:

1. Click on the link in the second email you received, or revisit the Schedule Now page, but instead click on **Evidence**.
2. Click on **Find a case not listed** and enter your case number.
3. Click on your name: this is your "folder" and where you may upload your files. **Do not claim the other parties' folder or more than one folder.** (If you used the email link to access the Evidence website, your folder may already be assigned to you.)
4. To upload files, select the Upload Files button, and then **Choose a file** in the blue box.
5. If you would like to allow someone else to access your folder and upload exhibits (ex: attorney, spouse), click on **Manage Delegates** in the bottom right corner. Select **Add Delegate** and enter their email.

Below are the file types you can upload (maximum size: 50 MB):

- | | | |
|---------|---------|--------|
| ➤ .doc | ➤ .jpeg | ➤ .flv |
| ➤ .docx | ➤ .png | ➤ .wmv |
| ➤ .xls | ➤ .wav | ➤ .mp4 |
| ➤ .xlsx | ➤ .pdf | ➤ .mov |
| ➤ .jpg | ➤ .avi | |

Note: Please do not combine all your files into a single exhibit. For example, if you have (1) a lease, (2) a photograph, and (3) a copy of an email, you should be uploading three files.

The court is taking steps to protect against files that are infected with viruses. However, please ensure you have proper security to protect your computer. By using the Evidence Sharing System, you assume all risks associated with the use of this site and the download of the other parties' exhibits.

ON THE DAY OF YOUR HEARING

Connecting to the Video Appearance

On the day of your hearing, **click the link provided in your confirmation email at the start time of the court calendar.** See the image below for reference. When you first join the call, you may be put on hold until your matter begins. This does not mean an error has occurred. The clerk will know when you join.

Remote Appearances Scheduled

	Event Date & Time	Dept	Case Number	Event Description	Amount	Conference ID*	Conference PIN	Event Instructions
☐	DATE & TIME	DEPT #	CASE NUMBER	Small Claims Hearing	\$94.00	6196112	1231	Video Hearings

Click either link

* Conference ID Video Link

6196112

<https://remoteappearance.placerco.org/conference/join?autoJoinPasscode=6196112&autoJoinPin=1231>

To connect with the court's video appearance system, you will need one of the following:

- A computer with a webcam and a microphone. This will work best with Chrome (version 54 or above) or Firefox, **not Safari**.
 - Apple Laptops and PC's can still be used if they have Google Chrome or Firefox Browsers installed. The Apple Laptop or PC's must be restarted and either Chrome or Firefox started before opening Apple Safari.
- An Android phone or tablet running Chrome version 57 or above.
 - Apple iPhones and Apple iPads will NOT work with the system.

The court requires you to be located indoors with limited background noise and distractions, and have a clear audio and video stream.

The use of headphones and a charger is highly recommended in all options. The court highly recommends wired connection (for computers) or Wi Fi connections (phones and tablets).

Viewing Evidence

When is it exactly one hour before the calendar begins, you will no longer be able to upload files to your folder, and instead are able to view the other parties' uploaded evidence. The evidence sharing website will switch from Upload to View mode (If the calendar begins at 9:00 AM, the website will switch at 8:00 AM. If the calendar begins at 8:30 AM, the website will switch at 7:30 AM). At this time, you will be able to see:

1. Your folder
2. The other party's folder
3. The Court's Admitted folder

Please review the other parties' evidence before the hearing begins. During the hearing, you will be able to view all three folders listed above.